ANTI-HARASSMENT/BULLYING INTERVIEW NOTES FORM

(Interviewer: See instructions on back side)

Name of person interviewed:
Name of interviewer:
Date of interview:
Description of incident by witness:
Any other information:
I agree that all of the information on this form is accurate and true to the best of my knowledge.
Signature of person interviewed:
Signature of interviewer

Notes to Interviewer:

- 1. Do not hand this to the person to be interviewed to have them fill out. As the interviewer, it is your task to make notes as you interview the person.
- 2. Have the person interviewed (whether the target or a witness) review front side and all attachments thoroughly before having them sign. If you wish to make notes on a separate sheet and then legibly fill out this form later, that's fine. This is the document for the person interviewed to review and sign.
- 3. Make sure to get the basics (who, where, when).
- 4. Ask leading questions if necessary to get all necessary details known. For instance, when interviewing the target, ask the following questions:
 - a. Have the actions against you made you fear for your safety? How? Where (just at school? Home? Both?)?
 - b. Have the actions against you made you fear that harm would come to any of your personal property? How?
 - c. Has your health physical, emotional, mental been affected? How? (seen by a doctor? Missing school?)
 - d. Have your academics been affected? How? (increase in tardies/absences? Grades going down? Missed assignments?)
 - e. Have you quit any extracurricular activities?
 - f. Have you changed any of your usual routine at school? (using different hallway, skipping lunch in lunchroom or using different lunch period, taking different route to school, etc.)
 - g. Why do you think this happened to you (or to the target)?
- 5. Keep a copy of this signed form in your investigations file.